



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES FOR APRIL 10, 2018 7:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 The meeting was called to order at 6:05P.M.

Roll call vote showed 3 members present: Chairman, Cindy King (CK) Vice-Chairman Gordon Clark (GC) and Clerk Sue Lisio (SL)

1.2 Pledge of Allegiance

1.3 Announce that the meeting is being tape recorded. CK inquired if anyone else would be taping. Lisa Lewand confirmed she would be.

1.4 Chairman's Additions or Deletions.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 Joint meeting with the Finance Committee, RE: Public Hearing FY19 Budget

Mr. Kreidler reviewed the contents of the Budget Book - see attached. Mr. Kreidler read the introduction of the budget book into the record - see attached. Additional discussion included: revenue projections, how enterprise funds work, school debt, Chapter 90 multi-year plan and support by the MMA.

The Board together with the members of the Finance Committee reviewed the warrant articles - see attached. Mr. Kreidler relayed he left it would be a best practice to add any free cash left into the Stabilization Fund as recommended by the bond agency.

Mr. Kreidler explained at the last meeting he read the capital items as they were requested not as approved. Mr. Kreidler then read the capital plan as approved and submitted - see attached. Mr. Kreidler stated there was no road improvement money funded through Capital.

After discussion of each article, the Board voted their recommendations as follows: STM, Articles# 1` (YES) 2` (YES) 3` (YES). ATM: Articles # 1` (YES) 2` (YES) 3` (YES) 4` (YES) 5` (YES) 6` (YES) 7` (YES) 8` (YES) 9` (YES) 10` (YES) 11` (YES) 12` (YES) 13` (YES) 14` (YES) 15` (YES) 16` (YES) 17` (YES) 18` (Hold, GC no/CK yes, 19` no position 20` (YES). 21` (Hold) 22` (YES) 23` (YES) 24` (YES) 25` (YES) and 26` (YES).

III. WORK SESSION - VOTES MAY BE TAKEN:

3.1 Town Administrator updates and reports.

- Craven Field, League President of Townsend Ashby Youth Softball is asking the Board to authorize the league to cut down trees near the fence line and trim some of the branches. GC inquired as to whether a chipper from the Highway Dept. could be used instead of obtaining a burn permit. Mr. Turgeon explained this issues that happened over the winter with damage from trees. Mr. Kreidler discussed the liability of it being on town owned land. Mr. Turgeon stated it would be for small brush and branches.

SL moved to authorize Townsend Ashby Youth Baseball & Softball to cut down trees on what's known as Craven's field for a distance of up to 20 feet from the border consistent with A. Being consistent with Boards/Committees requirements and B. sign waivers for all those involved. GC seconded. Unanimous vote.

SL moved to allow Townsend Ashby Youth Baseball & Softball to A. use town staff and chipper to chip brush and wood product if available or B. file for a burn permit with the Townsend Fire Department to burn brush and wood matter consistent with Fire Department requirements. GC amended and to waive fee. GC seconded. Unanimous vote.

3.2 Board of Selectmen announcements, updates, and reports.

GC updates; would like goals on the next agenda and would like to discuss inventory control. Asked about status of legal use policy, (no update) public records destruction, Mr. Kreidler is working with Town Counsel. GC voiced concerns with missing tactical vest and person in procession of it and would like an update on the audits on the next agenda.

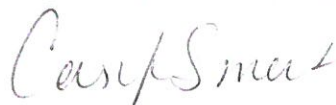
3.3 There were no meeting minutes to approve.

3.4 SL moved to approve and sign payroll and bills payable warrants out of session. GC seconded. Unanimous vote.

VI. ADJOURNMENT:

SL moved to adjourn the meeting at 8:49P.M. GC seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of April 10, 2018, by the Board of Selectmen this 22 day of May, 2018.

THE COMMONWEALTH OF MASSACHUSETTS ANNUAL TOWN MEETING

MIDDLESEX SS.

To the Constables of the Town of Townsend in the County of Middlesex,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Annual Town Meeting on **May 1, 2018, at 7:00 PM**, then and there to act on the following articles:

APPOINTMENTS AND REPORTS (MAJORITY VOTE)

ARTICLE 1

To see if the Town will vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town, or take any other action in relation thereto.

SUBMITTED BY: Town Clerk

ARTICLE 2

To see if the Town will vote to hear reports of any Committees, Boards, Commissions, etc., or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will vote to choose a committee of three (3) West Townsend residents to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order, or take any other action in relation thereto.

SUBMITTED BY: Cemetery and Parks Commission

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of TOWNSEND

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
WEST TOWNSEND FIRE STATION	_____	_____	_____	_____
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____

MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET in said Town, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this _____ day of April, in the year TWO THOUSAND EIGHTEEN.

SELECTMEN OF TOWNSEND

Cindy King, Chairman

Gordon Clark, Vice Chairman

Sue Lisio, Clerk

A true copy. ATTEST:

_____ CONSTABLE

**The Commonwealth of Massachusetts
SPECIAL TOWN MEETING**

MIDDLESEX SS.

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on **May 1, 2018, at 7:00 PM**, then and there to act on the following articles:

**PRIOR FISCAL YEAR FINANCIAL ARTICLE
(9/10th Vote)**

ARTICLE 1

To see if the Town will vote to borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This article is required to pay any bills from a prior fiscal year.

**CURRENT FISCAL YEAR FINANCIAL ARTICLES
(MAJORITY VOTE)**

ARTICLE 2

To see if the Town will vote to transfer from available funds in the treasury, the sum of \$_____ for the purpose of offsetting FY18 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This is a usual and customary article to pay the remaining bill for snow and ice expenses from this year's winter operations.

ARTICLE 3

To see if the town will vote to appropriate the sum of \$_____ for the purchase and implementation of new utility billing software for the water department and any other related expenses. Said appropriation shall be paid from water enterprise fund revenues or take any other action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the Center, WEST TOWNSEND FIRE STATION, 460 MAIN STREET in West Townsend, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH

USUAL AND CUSTOMARY REVOLVING FUND ARTICLE (MAJORITY VOTE)

ARTICLE 4

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to: amend Chapter 104, §104-1(f) of the General Bylaws by inserting the following text:

9	Police	Police Chief	NMRSD Receipts	School Resource Officer
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement

And to vote to set the following expenditure limits for each revolving fund for fiscal year 2019:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling	Board of Health	Collection of recyclables	Operating costs associated with recycling	\$ 20,000.00
2	Recreation Programs	Recreation Commission	Recreation programs	Operating costs associated with programming	\$ 52,000.00
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$ 4,000.00
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$ 28,000.00
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for the fire alarm system	\$ 4,000.00
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals	\$ 1,000.00
7	Inspectional Services	Building Commissioner	Fees from North Middlesex Regional High School project	Expenses for inspections re: the NMRHS project	\$ 75,000.00
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$ 5,000.00
9	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$ 80,000.00
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$ 20,000.00
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$ 10,000.00

SUBMITTED BY: Board of Selectmen

DESCRIPTION: Revolving funds provide departments with flexibility to expend and replenish funds throughout the course of the year for tightly defined purposes as detailed in the chart above.

FY19 OPERATING BUDGET (MAJORITY VOTE)

ARTICLE 5

To see if the Town will vote to raise and appropriate and transfer from available funds* in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2019 pursuant to a detailed budget totaling **\$22,317,465.00**, or take any other action in relation thereto.

*FUND:	PURPOSE:	AMOUNT:
Comcast Government Access	Operating Costs of the MIS Department	\$175,000.00
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplemental Funding to Operate the WTRR	\$ 2,900.00
Ambulance Receipts Reserved	Supplemental Funding to Operate the EMS	\$450,000.00
Recreation Receipts	Supplemental Funding to Operate Recreation	\$ 20,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$233,820.30

SUBMITTED BY: Board of Selectmen

DESCRIPTION:

This is the usual and customary Town budget for next fiscal year, FY19, which begins on July 1, 2018. As has been customary you will be voting by the total for each of the following functional segments:

FUNCTIONAL SEGMENTS	
General Government-	\$1,559,881.00
Public Safety-	\$3,193,032.00
Education-	\$12,927,970.00
Streets and Highways-	\$718,930.00
Solid Waste-	\$669,284.00
Human Services	\$392,922.00
Culture and Recreation	\$384,817.00
Debt Service-	\$507,432.00
Insurances-	\$1,963,196.00
and	
Grand Total-	\$22,317,465.00

The totals for each functional segment, as shown in the chart above, also appear with asterisks in budget shown below.

NOTE: A more detailed line item budget is available for informational purpose in your Town Meeting Informational packet.

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

BOARD OF SELECTMEN						
PERSONNEL	163,683	167,685	198,002	192,691	25,317	Contract Benefits, re-institute part-time HR position,
EXPENSES	14,750	14,750	17,050	22,561	7,500	reclassify Exec. Asst. job per 2015 consultant report
TOTAL BOARD OF SELECTMEN	178,433	182,435	215,052	215,252	32,817	18.0%

FINANCE COMMITTEE						
EXPENSES	30,000	35,750	35,750	35,750	-	
TOTAL FINANCE COMM.	30,000	35,750	35,750	35,750	-	0.0%

ACCOUNTING						
PERSONNEL	87,195	70,673	79,850	79,850	9,177	Increase from 37.5 to 40 hrs. per week
EXPENSES	29,900	26,900	32,000	32,000	5,100	Post-probationary salary adjustment
TOTAL ACCOUNTING	117,095	97,573	111,850	111,850	14,277	14.6%

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

ASSESSORS						
	PERSONNEL	86,766	89,391	92,029	92,029	2,638
	EXPENSES	13,085	13,425	19,500	19,500	6,075
TOTAL ASSESSORS		99,851	102,816	111,529	111,529	8,713
						8.5%
						Budgeted for Revaluation Consulting

TREASURER COLLECTOR						
	PERSONNEL	134,294	143,289	150,822	150,822	7,533
	EXPENSES	71,718	66,718	67,218	67,218	500
TOTAL TREASURER COLLECTOR		206,012	210,007	218,040	218,040	8,033
						3.8%
						Increased staff time by 1 hr./week in anticipation of water billing per annual audit recommend.

LEGAL						
	EXPENSES	38,500	43,500	45,000	45,000	1,500
TOTAL LEGAL		38,500	43,500	45,000	45,000	1,500
						3.4%
						3.4%

MANAGEMENT INFORMATION						
	PERSONNEL	37,500	155,210	146,620	157,850	2,640
	EXPENSES	62,500	62,602	73,520	73,520	10,918
TOTAL MANAGEMENT INFO.		100,000	217,812	230,140	231,370	13,558
						6.2%
						Account for software expense

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

TOWN CLERK									
	PERSONNEL	102,215	104,733	109,955	109,955	5,222	5.0%		
	EXPENSES	11,250	10,300	11,270	11,270	970	9.4%		
TOTAL TOWN CLERK		113,465	115,033	121,225	121,225	6,192	5.4%		

TOWN CLERK ELECTIONS									
	PERSONNEL	13,500	14,200	11,500	11,500	(2,700)	19.0%		
	EXPENSES	12,650	7,350	10,100	10,100	2,750	37.4%		
TOTAL CLERK ELECTIONS		26,150	21,550	21,600	21,600	50	0.2%		

TOWN CLERK REGISTRARS									
	EXPENSES	2,320	2,320	2,320	2,320	-	0.0%		
TOTAL CLERK REGISTRARS		2,320	2,320	2,320	2,320	-	0.0%		

TOWN CLERK STREET LISTS									
	EXPENSES	3,300	3,300	3,500	3,500	200	6.0%		
TOTAL STREET LIST		3,300	3,300	3,500	3,500	200	6.1%		

DEPARTMENT

FY17 FY18 FY19 FY19 \$ %
FINAL FINAL REQ. REC. DIFF. DIFF. NOTES

CONSERVATION COMMISSION									
	PERSONNEL	34,906	35,069	43,671	43,671	8,602	24.5%	Admin from 15 to 20 hrs./week	
	EXPENSES	950	950	950	950	-	0.0%	Reclassify Agent position per 2015 Consultant report	
TOTAL CONSERVATION COMM.		35,856	36,019	44,621	44,621	8,602	23.9%		

MRPC									
	EXPENSES	2,832	2,903	3,050	3,050	147	5.1%		
TOTAL MRPC		2,832	2,903	3,050	3,050	147	5.1%		

PLANNING BOARD									
	PERSONNEL	22,833	22,191	22,191	22,635	444	2.0%		
	EXPENSES	500	500	500	500	-	0.0%		
TOTAL PLANNING BOARD		23,333	22,691	22,691	23,135	444	2.0%		

ZONING BOARD									
	PERSONNEL	4,680	4,438	4,438	4,527	89	2.0%		
TOTAL ZONING BOARD		4,680	4,438	4,438	4,527	89	2.0%		

DEPARTMENT

	FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ DIFF.	% DIFF.	NOTES
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LAND USE							
	PERSONNEL	26,881	49,064	51,188	51,188	2,124	4.3%
	EXPENSES	3,300	3,300	3,300	3,300	-	0.0%
TOTAL LAND USE		30,181	52,364	54,488	54,488	2,124	4.1%

FACILITIES MAINTENANCE							
	PERSONNEL	73,172	97,308	102,524	102,524	5,216	5.4%
	EXPENSES	167,725	150,400	190,200	190,200	39,800	26.5%
TOTAL FACILITIES MAINT.		240,897	247,708	292,724	292,724	45,016	18.2%
		Inc. for grounds maintenance					

MEMORIAL HALL							
	EXPENSES	15,000	15,000	15,000	15,000	-	0.0%
TOTAL MEM. HALL		15,000	15,000	15,000	15,000	-	0.0%

WEST TOWN READING ROOM							
	EXPENSES	2,900	2,900	2,900	2,900	-	0.0%
TOTAL W. TOWN. READING		2,900	2,900	2,900	2,900	-	0.0%

TOWN REPORT							
	EXPENSES	2,000	2,000	2,000	2,000	-	0.0%
TOTAL TOWN REPORT		2,000	2,000	2,000	2,000	-	0.0%

FY17	FY18	FY19	FY19	\$	%		
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES	

PUBLIC SAFETY							
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FIRE/EMS DEPARTMENT								
	PERSONNEL	791,208	841,439	912,264	912,264	70,825	8.4%	Contractual, Increased rates for on-call Medics
	EXPENSES	219,607	223,423	244,423	244,423	21,000	9.4%	
TOTAL FIRE/EMS DEPT		1,010,815	1,064,862	1,156,687	1,156,687	91,825	8.6%	

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

COMMUNICATIONS						
	PERSONNEL	331,965	43,200	36,144	36,144	(7,056)
	EXPENSES	57,050	226,400	244,400	244,400	18,000
TOTAL COMMUNICATIONS		389,015	269,600	280,544	280,544	10,944
						4.1%
						Annual assessment for Regional Dispatch

BUILDING INSPECTOR						
	PERSONNEL	107,458	116,569	119,122	119,122	2,553
	EXPENSES	3,450	3,450	3,050	3,050	(400)
TOTAL BUILDING INSP.		110,908	120,019	122,172	122,172	2,153
						1.8%

GAS INSPECTOR						
	PERSONNEL	5,533	5,671	5,929	5,929	258
TOTAL GAS INSPECTOR		5,533	5,671	5,929	5,929	258
						4.5%

PLUMBING INSPECTOR						
	PERSONNEL	7,842	8,039	8,405	8,405	366
	EXPENSES	1,580	1,580	1,580	1,580	-
TOTAL PLUMB. INSP.		9,422	9,619	9,985	9,985	366
						3.8%

DEPARTMENT

FY17 FY18 FY19 FY19 \$ %
FINAL FINAL REQ. REC. DIFF. DIFF. NOTES

SEALER OF WEIGHTS									
PERSONNEL	4,244	4,350	4,548	4,548	198	4.5%			
EXPENSES	202	202	202	202	-	0.0%			
TOTAL SEALER OF WEIGHTS	4,446	4,552	4,750	4,750	198	4.3%			

ELECTRICAL INSPECTOR									
PERSONNEL	12,895	13,218	13,728	13,819	601	4.5%			
EXPENSES	2,130	2,130	2,130	2,130	-	0.0%			
TOTAL ELECT. INSPECTOR	15,025	15,348	15,858	15,949	601	3.9%			

ANIMAL INSPECTOR									
EXPENSES	552	552	578	578	25	4.6%			
TOTAL ANIMAL INSPECTOR	552	552	578	578	25	4.6%			

EMERGENCY MANAGEMENT									
PERSONNEL	-	2,000	2,091	2,091	91	4.6%			
EXPENSES	1,000	1,000	3,100	3,100	2,100	210%			
TOTAL EMERG MANAGEMENT	1,000	3,000	5,191	5,191	2,191	73%			

ANIMAL CONTROL									
PERSONNEL	17,661	18,102	18,926	18,926	824	4.6%			
EXPENSES	5,000	5,000	5,000	5,000	-	0.0%			
TOTAL ANIMAL CONTROL	22,661	23,102	23,926	23,926	824	3.6%			

DEPARTMENT

FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ DIFF.	% DIFF.	NOTES
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TREE WARDEN									
	PERSONNEL	10,670	10,937	11,435	11,435	498	4.5%		
	EXPENSES	11,324	11,324	11,324	11,324	-	0.0%		
TOTAL TREE WARDEN		21,994	22,261	22,759	22,759	498	2.2%		

BURIAL AGENT									
	PERSONNEL	136	136	142	142	6	4.5%		
TOTAL BURIAL AGENT		136	136	142	142	6	4.5%		

PARKING CLERK		-	-	-	-	-	0.0%		
	PERSONNEL	59	59	62	62	3	4.5%		
TOTAL PARKING CLERK		59	59	62	62	3	4.5%		

*TOTAL PUBLIC SAFETY		3,072,905	3,088,144	3,212,941	3,193,032	104,889	3.4%		
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EDUCATION									
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EDUCATION									
	N.M.R.S.D.	9,859,482	10,883,337	11,904,470	11,904,470	1,021,133	9.0%	Annual assessment	
	N.V.T.H.S.	1,075,803	1,152,994	1,023,500	1,023,500	(129,494)	13.0%	Annual assessment	
TOTAL EDUCATION		10,935,285	12,036,331	12,927,970	12,927,970	891,639	7.4%		

*TOTAL EDUCATION		10,935,285	12,036,331	12,927,970	12,927,970	891,639	7%		
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FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ %	DIFF. DIFF.	NOTES
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HIGHWAY DEPARTMENT								
	PERSONNEL	381,486	360,444	383,750	383,750	23,306	6.5%	Re-establish part-time admin position
								Added 1 truck driver position and 1 laborer position
	EXPENSES	127,680	117,680	117,680	111,680	(6,000)	5.1%	
TOTAL HIGHWAY DEPART.		509,166	478,124	501,430	495,430	17,306	3.6%	

STREETLIGHTS							
	EXPENSES	17,500	17,500	17,500	17,500	-	0.0%
TOTAL STREETLIGHTS		17,500	17,500	17,500	17,500	-	0.0%

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

SOLID WASTE SERVICES

SOLID WASTE									
	EXPENSES	655,888	669,284	669,284	669,284	-	0.0%	Annual contract amount	
TOTAL SOLID WASTE		655,888	669,284	669,284	669,284	-	0.0%		

*TOTAL SOLID WASTE SERVICES

	655,888	669,284	669,284	669,284	-	0.0%	
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HUMAN SERVICES

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CEMETERY AND PARKS

	PERSONNEL	114,591	119,051	123,947	123,947	4,896	4.1%		
	EXPENSES	9,721	9,721	9,721	9,721	-	0.0%		
TOTAL CEMETERY AND PARKS		124,312	128,772	133,668	133,668	4,896	3.8%		

BOARD OF HEALTH

	PERSONNEL	36,788	38,448	40,213	40,213	1,765	4.6%		
	EXPENSES	1,700	1,700	1,700	1,700	-	0.0%		
TOTAL BOARD OF HEALTH		38,488	40,148	41,913	41,913	1,765	4.4%		

NASHOBA BOARD OF HEALTH

	EXPENSES	29,270	31,845	31,845	31,845	-	0.0%		
TOTAL NASH. BD. OF HEALTH		29,270	31,845	31,845	31,845	-	0.0%		

DEPARTMENT

FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ DIFF.	% DIFF.	NOTES
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LANDFILL ENGINEERING							
	EXPENSES	20,400	20,400	17,500	17,500	(2,900)	14.2%
TOTAL LAND. ENGINEERING		20,400	20,400	17,500	17,500	(2,900)	14.2%

COUNCIL ON AGING							
	PERSONNEL	81,882	97,367	103,794	103,794	6,427	6.6%
	EXPENSES	6,620	8,320	8,320	8,320	-	0.0%
TOTAL COUNCIL ON AGING		88,502	105,687	112,114	112,114	6,427	6.1%

VETERANS AGENT							
	PERSONNEL	5,395	5,530	5,782	5,782	252	4.6%
	EXPENSES	100,100	100,100	50,100	50,100	(50,000)	50.0%
TOTAL VETS AGENT		105,495	105,630	55,882	55,882	(49,748)	47.1%

*TOTAL HUMAN SERVICES		406,467	432,482	392,922	392,922	(39,560)	9.1%	Actual based upon trends
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May 1, 2018

Special and Annual Town Meeting

DEPARTMENT

FY17	FY18	FY19	FY19	\$	%	
FINAL	FINAL	REQ.	REC.	DIFF.	DIFF.	NOTES

CULTURE AND RECREATION									
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LIBRARY							
	PERSONNEL	210,478	231,062	254,949	254,949	23,887	10.3%
	EXPENSES	60,408	66,259	71,416	71,416	5,157	7.8%
TOTAL LIBRARY		270,886	297,321	326,365	326,365	29,044	9.8%
							Library Director and Child Librarian from 37.5 to 40 hrs.

RECREATION								
	PERSONNEL	20,910	37,297	40,094	40,094	2,797	7.5%	
	EXPENSES	-	-	2,500	2,500	2,500	100%	New item to cover misc. expenses.
TOTAL RECREATION		20,910	37,297	42,594	42,594	5,297	14.2%	

MEMORIAL DAY AND BANDS							
	EXPENSES	13,358	13,858	15,858	15,858	2,000	14.4%
TOTAL MEM. DAY & BANDS		13,358	13,858	15,858	15,858	2,000	14.4%
							Increase for bands

*TOTAL CULTURE AND RECR.		305,154	348,476	384,817	384,817	36,341	10.4%	
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FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ %	DIFF.	DIFF.	NOTES
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DEBT									
TOTAL DEBT		513,961	484,108	507,432	507,432	23,324	4.8%		Actual annual debt payments

INSURANCES							

RETIREMENT									
	EXPENSES	690,007	764,434	812,598	812,598	48,164	6.3%	Actual assessment	
TOTAL RETIRMENT.		690,007	764,434	812,598	812,598	48,164	6.3%		

UNEMPLOYMENT								
	EXPENSES	15,000	25,000	15,000	15,000	(10,000)	-	
		15,000	25,000	15,000	15,000	(10,000)	40.0%	
TOTAL UNEMP.		15,000	25,000	15,000	15,000	(10,000)	-	

DEPARTMENT

FY17 FINAL	FY18 FINAL	FY19 REQ.	FY19 REC.	\$ DIF.	% DIF.	NOTES
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HEALTH INS.									
	EXPENSES	1,123,463	933,540	831,501	831,501	(102,039)	10.9%	Revised plan design	
TOTAL HEALTH INS.		1,123,463	933,540	831,501	831,501	(102,039)	10.9%		

LIFE INSURANCE									
	EXPENSES	450	450	450	450	-	0.0%		
TOTAL LIFE INS.		450	450	450	450	-	0.0%		

MEDICARE									
	EXPENSES	52,000	52,000	55,000	55,000	3,000	5.8%		
TOTAL MEDICARE		52,000	52,000	55,000	55,000	3,000	5.8%		

GENERAL INSURANCE									
	EXPENSES	227,000	237,215	248,647	248,647	11,432	4.8%	New endorsements	
TOTAL GEN. INSURANCE		227,000	237,215	248,647	248,647	11,432	4.8%		

* TOTAL INSURANCES		2,107,920	2,012,639	1,963,196	1,963,196	(49,443)	-2.5%		
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* GRAND TOTAL		19,972,052	21,185,208	22,341,411	22,317,465	1,132,257	5.3%		
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May 1, 2018

Special and Annual Town Meeting

ARTICLE 6

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This article is legally required to set the Town Clerk's budgeted salary.

FY19 WATER ENTERPRISE DEPARTMENT BUDGET
(MAJORITY VOTE)

ARTICLE 7

To see if the Town will vote to appropriate the sum of \$981,786.32 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2019, and in order to fund the cost of inter-municipal expenses that \$233,820.30 of this sum be appropriated in the general fund, or take any other action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is the article to fund annual operating budget for the Water Department including inter-municipal expenses carried in the General Fund budget.

CAPITAL FINANCIAL ARTICLES
(MAJORITY OR TWO-THIRDS VOTE)

ARTICLE 8

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum or sums of _____ for the purpose of funding the FY19 Capital Plan as voted by the Capital Planning Committee as detailed below, or take any other action in relation thereto.

DEPARTMENT	DESCRIPTION OF REQUEST	TOTAL	SOURCE
POLICE and FIRE/EMS DEPARTMENT	Police/Fire Radios	\$ 149,820.00	Capital Stabilization
POLICE DEPARTMENT	Police Vehicle	\$ 45,000.00	Operating Budget
HIGHWAY DEPARTMENT	Brush Mower/Sidewalk Plow	\$ 100,000.00	Capital Stabilization
FIRE-EMS DEPARTMENT	3rd Year Lease Payment	\$ 67,870.00	Ambulance Receipts
WATER DEPARTMENT	Meadow Rd Main Replacement	\$ 110,000.00	Water Enterprise Funds
	Generator 540 Main Street	\$ 30,000.00	Water Enterprise Funds
	1 Ton Dump Truck	\$ 50,000.00	Water Enterprise Funds
	Pump Station Bridge Replacement	\$ 40,099.52	Water Enterprise Funds
TOTAL ALL DEPARTMENTS		\$ 592,789.52	

SUBMITTED BY: Capital Planning Committee

May 1, 2018

Special and Annual Town Meeting

DESCRIPTION: This is the annual article submitted by the Capital Planning Committee. It lists all of the capital projects or items being proposed for FY19 and further lists the funding source for each project or item.

ARTICLE 9

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$25,180.00 for the purpose of funding equipment, upgrades, and repairs to the Town's public safety communications infrastructure system.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: The Selectmen committed to fund \$175,000 each year for three years to improve our in town public safety communications equipment and infrastructure. This \$25,180.00 when combined with the \$149,820 authorized in the Capital Plan meets that commitment.

ARTICLE 10

To see if the Town will vote to appropriate by borrowing the sum of \$1,000,000.00 to pay costs of engineering, construction, and other related expenses to replace a section of water main on Main Street, between 512 Main Street and Wheeler Road and, that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c 44, §8(5) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor or take any other action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is an article to borrow \$1 million to replace the water main along Main Street from roughly the pumping station to the dead end of the line at Wheeler Road.

GENERAL FINANCIAL ARTICLES (MAJORITY VOTE)

ARTICLE 11

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **5,000.00** to defray the charges and expenses for the planning and execution of the Town's 300th Anniversary Celebration to be held in the year 2032; or take any other action in relation thereto.

SUBMITTED BY: Karen Clement-~~Alameda Dwight Fund~~ and
Board of Selectmen

DESCRIPTION: This is an article to begin funding the Town's 300th Anniversary Celebration.

ARTICLE 12

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$30,000.00** for the purpose of funding the hiring of consultants to assist the Master Plan Committee (appointed under the Planning Board) with such areas as economic development, community meeting facilitation, research, survey analysis and other related topics as required and voted on by the Master Plan Committee; or take any other action in relation thereto.

SUBMITTED BY: Master Plan Committee

DESCRIPTION: This is an article to fund professional consulting services to assist the Master Planning Committee in the task of updating the Town Master Plan.

ARTICLE 13

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$4,000.00** for the purpose of funding the Assessors' FY19 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

SUBMITTED BY: Board of Assessors

DESCRIPTION: This is an article to fund the Assessors' FY19 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue.

ARTICLE 14

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$1,500.00** for the purpose of funding a secure shredding contractor to dispose of documents and files that have exceeded their required retention, or take any other action in relation thereto.

SUBMITTED BY: Town Accountant

DESCRIPTION: This is an article to fund a shredding company to dispose of municipal records that are required to be destroyed.

ARTICLE 15

To see if the Town will vote to transfer from available funds, the sum of \$21,000.00 to the Conservation Land Fund; or take any other action in relation thereto.

SUBMITTED BY: Town Administrator

DESCRIPTION: This is an article to perform a necessary accounting step to assure that money received for the sale of land ends up in the appropriate account to be used for conservation land purposes.

ARTICLE 16

To see if the Town will vote to transfer from available funds, the Cemetery Improvement Fund to the Sale of Lots Receipts Reserved Fund per the direction of the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

SUBMITTED BY: Town Accountant

DESCRIPTION: This is an article to comply with a directive from the Massachusetts Department of Revenue regarding the appropriate method to account for funds received for the sale of cemetery lots.

STABILIZATION ARTICLES (TWO-THIRDS VOTE)

ARTICLE 17

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury, the sum of _____ for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This is an article to allow the town to place funding into the stabilization, or town savings, fund.

GENERAL BUSINESS, GENERAL BYLAWS AND ADOPTIONS (MAJORITY VOTE)

ARTICLE 18

To see if the Town will vote to authorize the Board of Water Commissioners to hire legal counsel; or take any other action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is an article to see if town meeting wishes to authorize the BOWC to hire its own counsel.

ARTICLE 19

To see if the Town will vote to amend the General Bylaws to add Chapter ____:

PROHIBITED DRIVING AND PARKING BYLAW

Section 1.

For the purposes of preserving and protecting the historic, aesthetic and natural resources of the Town Common, the _____ are hereby authorized prohibit driving and/or parking of vehicles, of

whatever nature, within the Town Common. The _____ may adopt regulations consistent herewith to implement such prohibition. Said restrictions shall in no event restrict Town of Townsend vehicles on official business.

Section 2.

Upon the adoption of this prohibition, _____ shall cause the posting of suitable signs to give notice to the public of such prohibition on driving, parking or standing of vehicles. Such signs shall conform to any local sign regulations and shall be historically appropriate. _____ shall give notice of the intention to implement prohibition by publication for two successive weeks in a newspaper of general circulation in the Town, final publication to be not less than seven days prior to implementation.

Section 3.

_____ are authorized to impose a fine for violation of regulations established for a restricted parking zone under the Town's Non-criminal Disposition authority.

Section 4.

In the event any provision of this bylaw or of any regulation adopted by _____ shall be held illegal or unenforceable, the remainder of this bylaw or regulation not held illegal or unenforceable shall remain in full force and effect.

SUBMITTED BY: Selectman Lisio

DESCRIPTION: This bylaw is being proposed in an effort at protecting and preserving our beautiful Town Common by prohibiting driving and parking.

ARTICLE 20

To see if the Town will accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, together with its recommendation to seek Wild and Scenic River designation; or take any action in relation thereto.

SUBMITTED BY: Nashua River Wild and Scenic River Study Committee

DESCRIPTION: The Wild and Scenic Rivers program is dedicated to protecting nationally significant rivers and their unique biological, recreational, scenic, historical and/or cultural resources. This present effort has been joined by 11 towns (9 in MA, 2 in NH) that have frontage on the Nashua, Squannacook, or Nissitissit Rivers. A locally-drafted, voluntary Stewardship Plan has been developed which will help assure the protection of our unique river resources for generations to come. There is no cost to the town. For more information and to read the Stewardship Plan, visit: www.WildandScenicNashuaRivers.org

ARTICLE 21

To see if the Town will vote to amend Chapter 6 Automatic Fire Alarm Systems General Bylaw of the Code of Townsend as follows:

Replace the word "master" with "radio" throughout the bylaw.

§ 6-2. Definitions.1

AUTOMATIC FIRE ALARM SYSTEM — Insert "or private monitoring service."

§ 6-2. Restrictions on Tape Dialers and similar automatic telephone devices.

Delete this section in its entirety.

§ 6-5. Alarm system malfunctions; fines –

Define allowable alarm malfunctions as "per calendar year."

offense
Increase fourth offense fine from \$50 to \$250, increase fifth and subsequent fines to \$300.

Delete Paragraph "C" in its entirety

Delete Paragraph "D" in its entirety

SUBMITTED BY: Fire-EMS Chief

**ADOPTIONS
(MAJORITY VOTE)**

ARTICLE 22

To see if the Town will vote to adopt Massachusetts General Law Chapter 60, section 23B to allow the Treasurer Collector to change the cost of a Municipal Lien Certificate (MCL) to the fee schedule set forth in said statute ; or take any other action in relation thereto.

SUBMITTED BY: Treasurer Collector

DESCRIPTION: This would allow the Collector to charge a market rate for an MCL.

ARTICLE 23

To see if the Town will vote to accept the twelfth paragraph of -Massachusetts General Law Chapter 41, section 81U to allow the Planning Board to take and hold deposits to secure the performance of an obligation by an applicant for a license or permit, or take any other action in relation thereto.

SUBMITTED BY: Town Accountant

DESCRIPTION: This will allow the Planning Board to continue the referenced practice while being compliant with the law.

REAL PROPERTY ARTICLES

(TWO THIRDS VOTE)

ARTICLE 24

To see if the Town will vote to authorize the Board of Selectmen to issue a Request for Proposals (RFP) for the sale of the Squanicook Hook and Ladder Center Fire Station and the Harbor Fire Station for adaptive reuse, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This will allow the Board of Selectmen to seek proposals from parties interested in redeveloping these properties to assure their upkeep and to generate the resultant property tax revenue.

ARTICLE 25

To see if the Town will vote to authorize the Tax Collector to hold a tax title auction on tax title properties held by the Town, or take any other action in relation thereto.

SUBMITTED BY: Tax Collector

DESCRIPTION: This will allow the Collector to hold an auction to dispose of parcels for which the Town has tax title ownership thereby putting them back in private ownership which is taxable.

ARTICLE 26

To see if the Town will vote to authorize the Conservation Commission to accept a certain parcel of land, or take any other action in relation thereto.

SUBMITTED BY: Conservation Commission

DESCRIPTION: This article would allow the Conservation Commission to accept a parcel of land which is being donated as a part of a project that was before them for review and consideration.

And you are directed to serve this Warrant, by posting up attested copies thereof at **MEMORIAL HALL, 272 MAIN STREET** at the Center, **WEST TOWNSEND FIRE STATION, 460 MAIN STREET** in West Townsend, **POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET**, and **HARBOR CHURCH, 80 MAIN STREET** in said Town, at least **SEVEN (7)** days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this ____th day of April in the year **Two Thousand-Eighteen**.

SELECTMEN OF TOWNSEND

Cindy King, Chairman

Gordon Clark, Vice Chairman

Sue Lisio, Clerk

A true copy. ATTEST:

CONSTABLE

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST **SEVEN (7) DAYS** BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable **TOWNSEND**

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
WEST TOWNSEND FIRE STATION	_____	_____	_____	_____
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

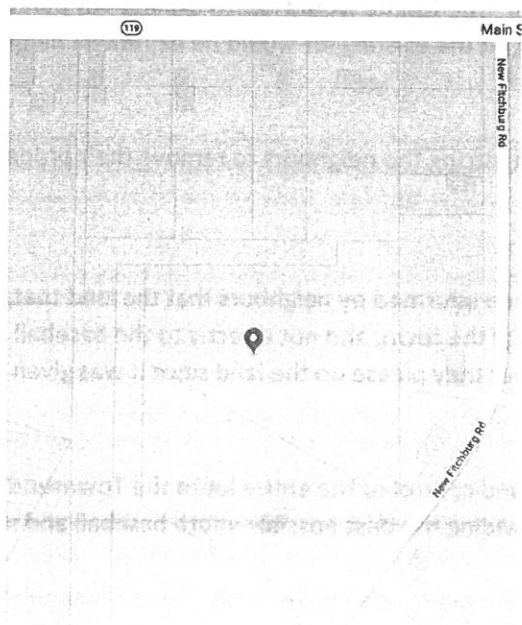
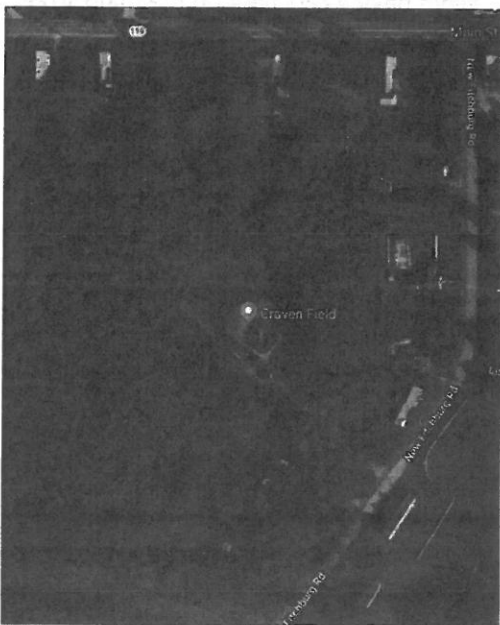
Sue Lisio, *Clerk*
(978) 597-1701

AGENDA
APRIL 10, 2018 7:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:**
 - 1.1 Call the meeting to order and roll call.
 - 1.2 Pledge of Allegiance
 - 1.3 Announce that the meeting is being tape recorded.
 - 1.4 Chairman's Additions or Deletions.
- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:**
 - 2.1 Joint meeting with the Finance Committee, RE: Public Hearing FY19 Budget
- III. WORK SESSION - VOTES MAY BE TAKEN:**
 - 3.1 Town Administrator updates and reports.
 - 3.2 Board of Selectmen announcements, updates, and reports.
 - 3.3 Approval of meeting minutes.
 - 3.4 Review and sign payroll and bills payable warrants
- VI. ADJOURNMENT:**

Craven Field

15 New Fitchburg Rd, Townsend, MA 01469



Townsend Ashby Youth Baseball & Softball

Keith Turgeon, League President
keith.turgeon@taybs.org | 978-729-3383

Issue #1

Our field is surrounded by a considerable number of trees, many of which are hanging over our field fences. This is causing branches to break off and land on the fields, as well as full trees themselves crashing into the fences causing expensive repairs. Additionally, with the height that these trees have now achieved, our field stays in the shade and causes our fields to stay wet/snow covered longer, and our game lengths to be shortened due to the sun going behind the trees. We have spoken with the Fire Chief, and he had no problem allowing us to burn on the property, assuming the property owner, in this case the BOS, approves it.

We are asking the town to grant us:

1. The ability to cut down as many trees on the property as the league can financially support. This will be a multi-year effort as we continue to raise additional funds.
2. Allow the league to acquire a burn permit each year so we can dispose of the fallen trees and brush.

Issue #2

As our fields are fenced in, people in the community have been using our fields as a dog park. Having the dogs on our athletic fields are causing field damage, in addition to the cleanup required from owners who do not cleanup after them. I spoke with Chief Bailey, and he would like to support us to keeping dogs off the fields but needs a directive from the BOS.

We are asking the town to grant us:

1. A town ordinance that would forbid dogs from being brought onto the athletic fields in town.
2. The official approval to install "No Dogs Allowed" signs at the fields.
3. The official approval to install chains and locks on the fields during times when there are no games or practices.

Issue #3

At Craven Field, there are several neighbors who have gradually over the years, have been continually expanding their own properties onto the lot our field occupies. They have additionally added "private property" and "no trespassing signs" to land which they do not own. The league would like to expand our parking lot to avoid having cars park on the main street and using the available land on the existing lot would be extremely helpful.

We are asking the town to:

1. Move forward with forcing the neighbors to remove their property from the land occupied by the field.

Issue #4

At Craven Field, we have been informed by neighbors that the land that was donated by in 198x by James Craven, was donated to the "habitants" of the town, and not directly to the baseball league. The neighbors have informed us that they have the right to do whatever they please on the land since it was given to the towns people and not the baseball league.

We are asking the town to:

1. Give exclusive use and control of the entire lot to the Townsend Ashby Youth Baseball & Softball league for the sole purpose of providing the best possible youth baseball and softball experience to the youth of the town.